

ARIZONA DEPARTMENT OF REAL ESTATE

2910 North 44th St, Ste 140, Phoenix, AZ 85018
Telephone: (602) 771-7700

400 West Congress, Ste 523, Tucson, AZ 85701
Phone: (520) 628-6940

RENEW ONLINE! Go to Online Services at www.azre.gov

INSTRUCTIONS FOR LICENSE RENEWAL Renewal Application, Questionnaire, Document Checklist and Activity Statement FORMS LI-243, LI-244, LI-400, LI-555

Salespersons and Designated, Associate & Employing Brokers who are not eligible to renew online may submit for renewal using these forms.

Submit a completed Renewal Application (Form LI-243) and License Renewal Questionnaire (LI-244) with an **original signature** by applicant, and **original signature** by the designated broker if licensed on active status. Answer all questions. If you must truthfully answer "YES" to any question on the Questionnaire (LI-244) and have not previously provided ALL required information and documents, also obtain and include with your application the documentation identified in Document Checklist, Form LI-400, as directed on LI-244. Your application is NOT complete until the Department receives all required documents and information. Place the information in the order listed on the LI-400, and make a copy for your records, but DO NOT UNSTAPLE certified documents or you must replace them.

CONTINUING EDUCATION¹ -- Real estate licensees must attach COPIES of their ADRE-approved **continuing education** certificates taken since original licensure or most recent renewal, whichever is later². A minimum of three (3) hours in each of 6 Mandatory Categories is required:

Agency Law
Commissioner's Standards⁴

Disclosure
Contract Law

Fair Housing³
Real Estate Legal Issues

The balance of credit hours can be in any of these six mandatory categories, in the Business Brokerage category, or in the General Real Estate Category. A Continuing Education Worksheet is available for convenience.

To also renew your Business Brokerage Specialist designation, submit the 18 mandatory CE hours PLUS 12 CE hours in the Business Brokerage category. If it is your first renewal of the designation, you must pass a test on the Business Brokerage courses. You may wish to contact the Department's Education section.

DESIGNATED BROKERS -- If your license is active-status as a Designated Broker, download and complete the Broker Self-Audit Declaration from the Department website, www.azre.gov and choose Forms from the Navigation bar at the top, then Auditing Division Forms.

FEES

- Salesperson's renewal, \$60
- Associate broker or designated broker renewal, \$125
- Entity license-- NO fee for main office, but branch office renewal is \$50 each (attach a list of branch offices)

Note: Payment of a fee twice for the same transaction does not constitute the 'good cause' required for the Department to issue a refund.

¹ Continuing Education hours are NOT required to renew an employing broker's license, or any cemetery or membership camping salesperson or broker's license.

² A salesperson renewing for the first time may use Introduction to Contract Writing (Contract "Bootcamp") course for renewal if it was taken within one year before the salesperson's original license date.

³ Fair Housing Substitute - See Policy Statement #2005.14. Attach your statement claiming the substitution and certificate copy for the substitute class.

⁴ Designated Brokers -- you MUST include attend a Broker Management Clinic for each renewal. It meets the requirement for CE in the Commissioner's Standards category.

INSTRUCTIONS FOR LICENSE RENEWAL USING Form LI-243 -- *Continued*

LATE RENEWAL -- If filing after your license expiration date, YOUR LICENSE HAS EXPIRED. You must **STOP** conducting any activity that requires licensure until you are again licensed on active status. If it is within one year after your license expiration, the following ***additional*** fees and forms are required:

- Salesperson's license, an additional \$10 per month (or part of month) after expiration, not to exceed \$60
- Associate or designated broker, an additional \$20 per month (or part of month) after expiration, not to exceed \$120
- Activity Statement, form LI-555
- Salesperson/Associate Broker Change form, LI-202, and \$20 fee.⁵

If your license expired more than one year ago, you must apply again as if applying for an original license.
See A.R.S. § 32-2131

If the Employing Broker or Designated Broker's license has expired with NO unlawful license activity, provide the following documents and information in addition to what is identified above for Late Renewal:

- Broker Change Form LI-201
- Certificate of Good Standing from the Arizona Corporation Commission (Corporations only)
- New company resolution (see form LI-201)
- Updated list of officers, directors, members/managers, partners and shareholders who hold 10% or more interest, their title and address
- Salesperson/associate broker Change Form, LI-202, for each licensed employee to be employed by the employing broker and \$20.00 hire/sever fee for each.

Be aware that paper renewals may take several weeks for processing.

If you are eligible to renew ONLINE, the Department encourages you to do so.

Review The Instructions And Checklist For This Application Before Filing With The Department.

Make a COPY of this application for your records BEFORE you file it.

Do not file the Instructions.

Do Not Submit Via Fax Or E-Mail.

Save time –review your application and make sure you have

- ☐ signed it where required and
- ☐ attached supporting documents and
- ☐ included the applicable fee **before** you submit to the Department.

If the Department receives an incomplete application, we will return it ***unprocessed***. Although you will *usually* have an opportunity to complete the application, **the date it is completed and approved will determine the effective date of any license issued. *This may have unexpected consequences for you***, including, without limitation; expiration of your license and a lapse in licensure; payment of late fees; unlawful license activity; and, if in your grace year, being unable to renew and seeking relicensure as an original applicant, including passing the state license examination.

⁵ ONLY if you did NOT continue working after your license expired). If you continued working while your license was not current and active-status, the Department will not process a hire form and fee until and unless the apparent violations have been addressed and your renewal application approved.



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LICENSE RENEWAL APPLICATION, Form LI-243

Review The Instructions And Checklist For This Application Before Filing With The Department.

Make a COPY of this application for your records BEFORE you file it.

Do not file the Instructions.

Do Not Submit Via Fax Or E-Mail

PLEASE PRINT

Applicant's Legal Name: _____ Lic No.: _____

Lic Exp. MO/YEAR: _____ Bus phone #: _____ Fax #(optional): _____

Email Address (optional): _____ ☐ Residential address on file is current -- required. (View online).

Renewing ☐ Active Status ☐ Inactive Status. If Active-status, complete the following:

If Applicant is not Employing Broker,

Employing Broker's ☐ Legal Name or ☐ DBA Name: _____

Applicant's Business Address: _____

City, State, Zip: _____

By my signature below, I attest to the following:

- ☐ I have completed and attached copies of my continuing education certificates (real estate licensees only).
- ☐ I have included the correct renewal fee(s) (no fee for entity licensed as employing broker).
- ☐ I have answered all questions on the License Renewal & Reinstatement Questionnaire, form LI-244 and attached all required documents.
- ☐ If filed after expiration date, I have attached an Activity Statement, form LI-555.
- ☐ I have made a copy of this application for my records.
- ☐ I have completed and attached the Broker Self Audit Declaration (Designated Brokers only).

X _____ Date: _____

Applicant's Signature

X _____ Date: _____

Designated Broker's Signature (Required if renewal applicant's license is active status)

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The Department at 602.771.7766 or IADA@azre.gov, to make their needs known.

For Department Use Only

EFF. DATE _____ EXP. DATE _____

DATE ENTERED: _____ By: _____

BR Mgmt Clinic: _____ BAD: _____

CE: _____ BB Spec.: _____

NO. OF BRANCHES _____ Az Corp Com. _____

TF 1 _____ TF 2 _____

Renewal, Form LI-243, rev. 2/07 (Part of Renewal Package)



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LICENSE RENEWAL OR REINSTATEMENT QUESTIONNAIRE, FORM LI-244

A.R.S. § 32-2130, 32-2131 and A.A.C. R4-28-301 and R4-28-303

IMPORTANT NOTE:

The following questions are being asked in order to determine your qualifications and suitability to hold an Arizona Real Estate License, a Cemetery License, or a Membership Camping License as established by Arizona State Law, as set out in the Arizona Revised Statutes at Title 32, Chapter 20 and at Title 4, Chapter 28 (Arizona Administrative Code). (1.)

Be certain you understand the questions and that your answers are correct. Failure to answer these questions truthfully may result in disciplinary action including, but not limited to, suspension or revocation.(2.) In addition, you may be subject to a civil penalty.(3.)

If you answer “yes” to any question, please provide a signed, detailed statement describing the facts and circumstances, including the date, time and location of the incident or event. You must also provide the documents identified on the **Document Checklist Form LI-400**, available from the Department offices or on its web page: www.azre.gov. You may include exculpatory or mitigating information, any evidence of rehabilitation, and any appropriate statement of remorse and acceptance of responsibility for the prior conduct.

You must answer these questions and submit them, along with your Renewal or Reinstatement Application, to the Arizona Department of Real Estate (“Department”). If you do not answer **EVERY** question, your Application will be considered incomplete and it will be returned to you unprocessed.

You must disclose a conviction even if it was a result of a plea agreement or a plea of *nolo contendere* “no contest.” You must disclose all convictions whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction against you was dismissed or expunged, or if you have been pardoned.

(1) A.R.S. § 32-2123 (B)(4), (5) & (6), 32-2108 and A.A.C. R4-28-301. (2) A.R.S. § 32-2153 (B) (1). (3) A.R.S. § 21-2160.01

SINCE ORIGINAL LICENSURE OR MOST RECENT LICENSE RENEWAL, WHICHEVER IS LATER, ...

1. Have you had a professional or occupational license or registration of any kind denied, suspended, restricted, or revoked? ☐ Yes ☐ No
2. Have you had an administrative order or any other disciplinary action taken against any license issued to you by any local, state, or federal regulatory agency? ☐ Yes ☐ No
3. Have you voluntarily surrendered any license during the course of an investigation or disciplinary proceeding? ☐ Yes ☐ No
4. Have you entered into any consent decree, or had an injunction (either temporary or permanent), a suspension, an order, or a judgment issued which prohibited or restricted you from engaging in any profession or occupation? ☐ Yes ☐ No
5. Have you had any judgment or order entered against you by any court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude? ☐ Yes ☐ No
6. Have you had any judgment or order entered against you by any court arising out of the conduct of any business in real estate, cemetery property, time-shared intervals, or membership campgrounds? ☐ Yes ☐ No
7. Have you had any Subdivision Public Report or Registration to Sell real estate, time-shares, cemetery lots, or campground memberships denied or suspended? ☐ Yes ☐ No
8. Has any real estate recovery fund, or similar fund, ever made a payment that was charged against you or against a business for which you were the qualifying party? ☐ Yes ☐ No

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License Renewal or Reinstatement Questionnaire Form LI-244 (continued)

SINCE ORIGINAL LICENSURE OR MOST RECENT LICENSE RENEWAL, WHICHEVER IS LATER,...

9. Are there any disciplinary hearings, or other administrative actions pending against any professional or occupational licenses you hold in Arizona or in any other state? ☐ Yes ☐ No
10. Have you held or do you hold ownership of ten percent or more or exercise control in any business, corporation, partnership, or limited liability company that would have to answer "Yes" to questions #1 through #9? If your answer is "yes," list on a separate page all of these businesses and your affiliation with each of them, and identify which question(s) would require a "yes" answer. ☐ Yes ☐ No

If you answered "Yes" to any question #1 through #10, submit a current certified license history from the licensing agency of each state in which you or the business(es) you identified in response to Question #10, is (are) now licensed or in which you or the business(es) were licensed at any time during the past five years.

IMPORTANT NOTE: Please read this carefully

You must disclose a conviction even if it was a result of a plea agreement or a plea of nolo contendere (no contest). You must disclose all convictions whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction against you was dismissed or expunged, or if you have been pardoned.

SINCE ORIGINAL LICENSURE OR MOST RECENT LICENSE RENEWAL, WHICHEVER IS LATER,...

11. Have you been convicted of any felony in Arizona or any other state? ☐ Yes ☐ No
12. Have you been convicted of any misdemeanor in Arizona or any other state? ☐ Yes ☐ No
Note: You do not need to report a minor traffic citation that does not constitute a misdemeanor or felony offense. Conviction of D.U.I is not a minor traffic citation and must be reported.
13. Are you currently in a deferred period or diversion program, having been convicted of a Class 6 undesignated, offense which has not yet been designated as a felony or misdemeanor to date of this application? ☐ Yes ☐ No
14. Are you currently incarcerated, paroled, or on probation because of any conviction? ☐ Yes ☐ No

CERTIFICATION OF ANSWERS

I certify, under penalty of perjury, under the laws of the State of Arizona, that the foregoing answers and statements given in this application are true and correct.

Printed Name of Applicant

Signature of Applicant

Date

Upon approval of the application, the ADRE licensing records will be updated. Licensees and their brokers can print license certificates from the Public Database on the ADRE webpage, www.azre.gov. Check your license status ONLINE at any time by logging on to www.azre.gov and choosing Online Services.

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DOCUMENT CHECKLIST, FORM LI-400

For Original Applicants, Renewal and Reinstatement Applicants and
Licensees Making A Disclosure Under A.A.C. R4-28-301 (A) & R-28-303

The Arizona Department of Real Estate ("Department") requires additional information to **complete your application or disclosure. Depending on the nature of your disclosure, the information and documents identified below are required:**

- #1 A brief, detailed written statement from you, signed and dated, providing an account of the incident(s) that you are disclosing. **A)** The outcome; **B)** if conviction, offense, whether misdemeanor or felony, sentence details (jail time, probation, fines, etc), current status; **C)** date and location of each offense, **D)** name and location of court.
- #2 Three written, signed and dated letters of character reference from individuals who are **A)** 18 years or older, **B)** not related to you by blood or marriage, **C)** the reference's phone number and that each has known you for at least 1 year. Each reference shall be dated not more than one year from date application is submitted to the Department.
- #3 A 10-year work history, showing employer's name and address, supervisor's name and telephone number and dates of employment, position held and job description. Include any periods of unemployment.
- #4 A set of fingerprint exemplars (on a Department-issued fingerprint card) and the fingerprint-processing fee (currently \$29). A.R.S. § 32-2108.01.
- #5 Provide the documents as they apply to your disclosure (i.e., if disclosing a criminal conviction, the information identified under A; if disclosing a civil judgment, provide the information listed in B; and if disclosing discipline or denial of a license you hold or held, provide the information identified under C, below.

A. For criminal offenses, provide a certified copy of the following, as applicable, in this order:

from the Court, **CERTIFIED** copies of the following as applicable:

- | | | |
|---|------------------------|----------------------------|
| 1 Judgment and any Amended or Modified Judgment | 4 Probation papers | 7 Pre-sentence Report |
| 2 Order of Dismissal from probation | 5 Sentencing documents | 8 Complaint and Indictment |
| 3 Order Restoring Civil Rights, Expunging or
Dismissing Conviction | 6 Plea Agreement | |

AND From the arresting agency: A **CERTIFIED** copy of the police report (the officer's narrative).

B. For disclosures of civil judgments, including any recovery fund payment, provide a certified copy of the following, as applicable, in this order.

- ☐ Judgment/Amended Judgment ☐ Settlement ☐ Satisfaction of Judgment ☐ Complaint /Amended Complaint

C. For disclosures relating to denial, restriction, or disciplinary action against a professional license, provide a certified copy of the following, in this order:

- ☐ A certified license history from each state in which you currently hold a professional or occupational license, and in which you held a license within the preceding five years, issued within one year of filing your application with ADRE.
- | | |
|--|--|
| <input type="checkbox"/> Final Order/Administrative Ruling | <input type="checkbox"/> Answer |
| <input type="checkbox"/> Consent or Settlement Agreement | <input type="checkbox"/> Notice of hearing and complaint |
| <input type="checkbox"/> Findings of Fact & Conclusions of Law | |

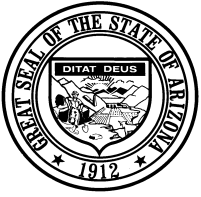
D. You may provide any other documentation you believe demonstrates your qualifications for licensure.

NOTE: If you attempt to obtain the required documents from a law-enforcement agency and court and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and/or court.

Do not attach/ detach or unstaple certified documents. Documents must remain in original order received.

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ACTIVITY STATEMENT, FORM LI-555

CHECKLIST AND INSTRUCTIONS,

APPLICATIONS SUBMITTED BY FAX OR E-MAIL WILL NOT BE ACCEPTED

Under A.A.C. R4-28-306, Unlawful License Activity means:

- The performance of acts requiring a license under A.R.S. § 32-2122 by person who does not hold a current and active license;
- The performance of acts requiring a license by a person on behalf of a broker other than the person's employing broker; or
- A broker's employment of a person as a salesperson or broker if the person does not hold a current and active license issued to the person under that employment.

Submit the following:

1. A completed and signed Activity Statement, form LI-555.
2. A written, signed explanation of why the unlawful license activity occurred, identifying all unlawful license activity that the person performed, and acknowledging that no additional activities requiring a license shall be conducted unless and until the person's license is current and returned to active status.
3. A written and signed statement from the employing broker's designated broker identifying all unlawful license activity conducted on behalf of the employing broker license.
4. Under R4-28-306 the Department may require additional information and documents.

If you have a current license, you may submit a change of license status. If your license has expired the Department will not process a change of status until you have renewed your license and resolved any unlawful license activity or other violations.

Refer to A.A.C. R4-28-303 and R4-28-306

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ACTIVITY STATEMENT, FORM LI-555

Refer to the **Checklist and Instructions** to determine if you must file this form and for required documentation.

PLEASE COMPLETE THE FOLLOWING INFORMATION – TYPE OR PRINT LEGIBLY

Applicant's Legal Name	
Applicant's License Number	Exp. Date (mo/yr)
Applicant's Address <input type="checkbox"/> Business <input type="checkbox"/> Residence Street Address (include Apt or Suite) _____ City, State, Zip Code _____	
If Applicant is Not Employing Broker, Employing Broker's Legal Name: _____	
Employing Broker's License Number	Exp. Date (mo/yr)
Name of Designated Broker (if different than applicant)	

1. Designated Brokers Only: Did one or more employees perform activities requiring a license when the person or persons did not hold a current license issued to the employing broker OR while the employing broker's license was expired or inactive status? (If you are not a Designated Broker, answer "No") ☐ Yes ☐ No
2. Did you conduct any activities requiring a license after your license **expired**? (If your license was not expired, answer "No".) ☐ Yes ☐ No
3. Did you conduct any activities requiring a license while your license was on **inactive** status? (If your license was not inactive, answer "No".) ☐ Yes ☐ No
4. Did your activity or the activity of employees on behalf of the employing broker result in any offers or contracts to sell, lease, list, or manage real estate, cemetery property or membership camping contracts? ☐ Yes ☐ No

I declare that the information that I have provided is completed, true and correct.

X _____

Signature of Applicant

Date

If you answered "yes" to any of these questions, your signed, detailed written statement is required. Refer to the checklist and instructions for this form.

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Continuing Education Worksheet

To apply for license renewal, a real estate salesperson or broker must demonstrate attendance (or completion of online course) at approved real estate continuing education (CE) courses. Maximum of 9 hours credit per day! CE is NOT required to renew an employing broker's license, or any cemetery or membership camping salesperson or broker's license.

The current CE requirement is twenty-four (24) credit hours, to include a minimum of three hours in each of six mandatory categories. The mandatory categories are:

Agency Law Contract Law Commissioner's Standards* Disclosure Fair Housing Real Estate Legal Issues

Additional credit hours, to bring the total to 24, may be in the mandatory categories, or the Business Brokerage or General Real Estate categories.

Remember, the courses must be taken within the license period (including grace year if you're renewing late). **Example: Original License date 3/15/2005, CE classes can be taken 3/15/2005 through 3/31/2007 (or through 3/31/2008 if renewing by end of grace year). If renewal is filed 3/15/2007, you may begin taking classes toward your 2009 renewal 4/1/2007 and later, within the new license period.**

To renew a Business Brokerage Specialist designation, the requirement is the 18 mandatory credit hours PLUS 12 credit hours in the Business Brokerage category.

To claim a substitute for the Fair Housing course, refer to Substantive Policy Statement No. 2005.14, contained in the ADRE Lawbook and on the ADRE webpage.

Use the following worksheet to check your compliance status with the CE requirement. The information appears on the certificate(s) issued to you by the real estate school you attended.

Course Credit Category (R4-28-402)	ADRE Course No.	No. of Credit Hours	Start Date	End Date
Agency Law				
Commissioner's Standards*				
Contract Law				
Disclosure				
Fair Housing				
Real Estate Legal Issues				

*Designated Brokers must take the Broker Management Clinic EVERY renewal. It is approved in the Commissioner's Standards category.